

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 23-107

Date Received: June 21, 2023

Title: Strategic Sourcing (Threshold Changes)

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Policy and Guidance: (Please check only one box)

- | | |
|---|--|
| <input type="checkbox"/> Policy | <input type="checkbox"/> Procurement Tools and Resources |
| <input checked="" type="checkbox"/> Guidance | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples | <input type="checkbox"/> Procurement Clauses |
| <input type="checkbox"/> Procurement Templates | <input type="checkbox"/> Real Property Clauses |
| <input type="checkbox"/> Procurement Forms | <input type="checkbox"/> Other Tools and Resources |
| <input type="checkbox"/> Procurement Checklists | |

Summary of Change:

The following changes were made:

T3.8.6A4d.(1) Changed from \$150K to AMS risk threshold, removed "Purchase Cardholder" as this subsection is specifically for actions by a CO.

T3.8.6A4d.(2) \$10K to MPT, removed "CO" as this subsection is specifically for actions by a Purchase Cardholder, corrected the italicized title.

Reason for Change:

The purpose of the change is to update AMS thresholds to be as flexible and current with government wide thresholds. The change also implements the AMS Risk Threshold to reduce the number of changes to AMS as it relates to thresholds by creating a standard term within AMS for acquisition related actions at the \$250,000 threshold. (i.e., AMS Risk Threshold (ART)). Also, all \$10,000 references in AMS are changing to the micro-purchase threshold (standard term).

Additionally, corrected language in (1) and (2) to remove incorrect references to the "Purchase Cardholder" and the "CO" respectively.

Development, Review, and Concurrence: AAP-110

FAST Version 7/2023

CR 23-107

p. 1

Target Audience: FAA Acquisition Workforce

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location:

FAST-AMS Procurement Policy & Guidance - Procurement Guidance T3.8.6

The redline version must be a comparison with the current published FAST version.

☒ I confirm I used the latest published version to create this change / redline

or

☐ This is new content

Links: <https://fast.faa.gov/docs/procurementGuidance/guidanceT3.8.6.pdf>

Attachments: Redline and final documents.

Other Files: N/A.

Redline(s):

Section Revised: T3.8.6 – Strategic Sourcing

Procurement Guidance - (4/2023/7/2023)

[T3.8.6 Strategic Sourcing](#) Added 1/2007

[A Strategic Sourcing](#) Added 1/2007

1 [General](#) Revised 1/2012

2 [Strategic Sourcing for the Acquisition of Various Equipment and Supplies
\(SAVES\) Program](#) Revised 1/2016

3 [SAVES Website](#) Added 1/2007

4 [SAVES Ordering for Office Supplies, Office Equipment, and IT Hardware](#) Revised
9/2021/7/2023

[B Clauses](#) Added 1/2007

[C Procurement Forms](#) Revised 9/2021

[D Procurement Samples](#) Added 9/2021

[E Procurement Templates](#) Added 9/2021

[F Procurement Tools and Resources](#) Added 9/2021

T3.8.6 Strategic Sourcing Added 1/2007

A Strategic Sourcing Added 1/2007

1 General Revised 1/2012

- a. Strategic sourcing is implemented through the Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) program, and other FAA-wide initiatives, such as the National Wireless Program and Software Enterprise License Agreements.
- b. Any organization creating a strategic sourcing vehicle must establish and publish procedures for use including procedures for exceptions, waivers, and integration with existing strategic sourcing contracts.

2 Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program Revised 1/2016

- a. SAVES contracts provide the FAA with a simplified process for obtaining commonly used products and services at prices associated with volume buying, while maintaining or improving the quality of purchases and vendors' service levels. These products include non- NAS information technology (IT) hardware (enterprise servers and peripherals), commercial- off-the-shelf (COTS) software, video teleconferencing equipment and support, general office supplies, office equipment (printers, copiers and multifunctional devices), courier services (overnight mail), and express and ground delivery services. In addition, this process helps agencies optimize performance, minimize price, increase achievement of socio-economic acquisition goals, evaluate total life cycle management cost, improve vendor access to business opportunities, and otherwise increase the value of each dollar spent.
- b. Under SAVES, FAA entered into indefinite delivery contracts or blanket purchase agreements (BPAs) with commercial vendors providing products and services at pre- negotiated pricing or discounts. The SAVES contracts and agreements are continuously being monitored to ensure that FAA is obtaining quality products and services at competitive prices. Notify the SAVES Program Office if you encounter any performance issues. Quarterly reviews will be conducted and, if necessary, the contract terms will be renegotiated before an option year is exercised on an existing contract. Ordering offices place orders directly with SAVES contractors using their Government purchase card or through a CO using a purchase order.
- c. Purchases of products or services available through a SAVES contract from other sources must only be considered if there would be a significant adverse impact to air traffic control operations or in the case of a bonafide emergency. If an item available through SAVES is purchased from another source due to an adverse impact to air traffic control operations or a bona fide emergency, the basis must be recorded with the order and/or purchase card documentation.
- d. Unless a purchase meets one of the two conditions discussed in subparagraph 2.(c), purchases

must not be made outside of the SAVES contracts unless the purchasing organization submits and receives approval of a waiver from the SAVES Program Office using the SAVES Waiver Request Form. The waiver justification for the purchase of products and services, which are available through the SAVES contract, must include rationale in addition to pricing, (e.g., availability, quality of product or service, etc.)

- e. *SAVES Waiver Threshold*. Waivers with a total value of \$50 or less do not require approval from the SAVES Program Offices, but must be documented in the purchase file.
- f. Use of SAVES Office Supply and Office Equipment contracts by organizations and facilities located outside the continental United States, including Alaska, Hawaii, U.S. Territories, and foreign countries is optional. Product availability and shipping costs to these locations often make the purchase of these items locally a better value for the FAA.

3 SAVES Website Added 1/2007

Information about the SAVES Program and links to the SAVES contract information, purchasing processes and instructions, pricing, contact information, vendor web portal instructions, etc. for each [SAVES](#) contract is located on the FAA employee website (FAA only).

4 SAVES Ordering for Office Supplies, Office Equipment, and IT Hardware Revised 9/2021/7/2023

- a. SAVES contracts have been competed, comply with laws prescribing mandatory sources (such as AbilityOne vendors) for certain products, conform to environmentally friendly and energy efficient purchasing, and include prices determined to be fair and reasonable.
- b. As requirements become known, ordering offices may place orders against existing SAVES contracts. Ordering offices do not need separate justification to use a SAVES contract, nor should they publicly announce or compete a planned order. Ordering details for each SAVES contract are located on the FAA employee website.
- c. The terms and conditions of a SAVES basic contract governs individual orders. Additional terms and conditions are not required and should not be included in individual orders.
- d. *Brand Name-Mandatory Products*.

(1) *Orders by 1102 Series Contracting Officers*. For brand name-mandatory acquisitions with a ~~total value of \$150,000 or less~~ TEPV not exceeding the AMS risk threshold, procured through the use of SAVES, a rational basis for the brand-name mandatory determination must be documented by the service organization using the Brand Name Mandatory or Equal Template or the Single Source Justification for Products, Services, and Construction Template. The rational basis must be approved by the Service Organization Official and the Contracting Officer must concur that it is in the best interest of the FAA. For brand name-

mandatory acquisitions with a ~~total value over \$150,000~~TEPV exceeding the AMS risk threshold procured through the use of SAVES, a rational basis for the brand-name mandatory determination must be documented by the service organization using the Brand Name Mandatory or Equal Template or the Single Source Justification for Products, Services, and Construction Template. The rational basis must be endorsed by the Service Organization Official and the SAVES Contracting Officer's Representative (COR), and reviewed by Legal for sufficiency, and the CO ~~or Purchase Cardholder~~ must concur that it is in the best interest of the FAA (See AMS Procurement Guidance T3.2.2.8A.5 for more information on Brand Name and AMS T3.2.2.4 for Single Source).

(2) *Orders by Purchase Cardholders.* For brand-name mandatory acquisitions, with a ~~total value of \$10,000~~TEPV equal to or ~~more~~exceeding the micro-purchase threshold, a rational basis for the brand-name mandatory determination must be documented by the service organization using the Brand Name Mandatory or Equal Template or the Single Source Justification for Products, Services, and Construction Template. The rational basis must be endorsed by the Service Organization Official and the SAVES Contracting Officer's Representative (COR) and reviewed by Legal for sufficiency, and the ~~CO or~~ Purchase Cardholder must concur that it is in the best interest of the FAA. (See AMS Procurement Guidance T3.2.2.8A.5 for more information on Brand Name and AMS T3.2.2.4 for Single Source).

e. Ordering offices may order on-line, by telephone or fax. Payment must be made with either Government purchase card or purchase order. Purchase orders must be signed by a CO. Purchasing from the SAVES contracts does not change the existing policy and guidance for purchase card or purchase order purchasing processes. All purchasing provisions and restrictions in the purchase card and purchase order policies are applicable when purchasing from the SAVES contracts. Purchases through the SAVES contracts do not change existing policy and guidance to the FAA personal property order.

f. SAVES contractors are to deliver products as expeditiously as possible. Acceptable levels of service delivery are specified in SAVES contracts. FAA users can order standard delivery or one of several expedited delivery alternatives. Products or services delivered faster than the standard delivery will incur increased delivery charges, as specified in SAVES contracts.

B Clauses Added 1/2007

[view contract clauses](#)

C Procurement Forms Revised 9/2021

Document Name

D Procurement Samples Added 9/2021

Document Name

E Procurement Templates Added 9/2021

Document Name
Brand Name Mandatory or Equal Template
SAVES Waiver Request Form
Single Source Justification for Products, Services, and Construction Template

F Procurement Tools and Resources Added 9/2021

Document Name